## Approved For Release 2005/11/2004 PER 70-00211R000700140007-1

C - C - P - Y

:	TO: Chief, Physical Security Division/SO DATE: 18 July 1955	÷
	FROM : Chief, Records Management Staff/MS	
	SUBJECT: Destruction of Classified Documents	
25X1	l. Regulation paragraph H(3) requires that the destruction of secret and confidential documents, not registered, he recorded in the appropriate logs." However, proposed Regulation which rescinds this paragraph, requires no logging of the destruction of this type material.	(1
!	2. In view of the proposed rectission, and since such a requirement would be extremely detrimental to the Agency Records Thangement Program 1t is requested that your office concur in the destruction, without logging, of secret and confidential documents.	t and a
	/s/ 	<b>(</b> 1
 	Concurrence:	
	/s/ *	
25X1	Chief, Physical Security Division/SO	
	Proposed Regulation does not rescind the requirement 25) of logging. An exception to the requirement, however, is being granted by this memo providing that a record of material destroyed is maintained by category of material, file names, subject or other means of identifying, by general description, the nature and kind of material destroyed.	(1
	19 July 1955	(1

## DOCUMENT CONTROL PROCEDURE

Central Control	Sub- Control	Sub- Control		Prepare Form 238 and forward copies, 1, 4,
				5, 6 with the communication.  File copy #2 alphabetically by source in chronological order. This file serves as a finding media for all recorded incoming communications. Copy #2 is replaced by copy #1 when action has been completed (paragraph H).
3			C.	Pile copy #3 by the date on which action is due to be completed. Upon expiration of time allotted for action, contact by telephone the Subsidiary Mail Control to which the communication was referred and establish new due date. Withdraw copy #3 and file by control number when action has been completed (peragraph H). Optional Mathod - File copy #3 by control number. Tab those control slips which bear a follow-up date.
	帰	Palakan Parkan Managaran Palakan Palak	D.	Copies 1, 4, 5 and 6 are received with the communication at the Subsidiary Mail Control point.
	4.		E.	Detach and file copy #4 in the sens manner as copy #3.
<u> </u>			F	When it is necessary to refer the communication to a second Subsidiary Mail Control, note the referral on copies 1, 4, 5 and 6. Detach copy #5 and forward to the Central Mail Control where it will be destroyed after the information about the transfer is transcribed to copy #3.
			Ģ.	In case of a second referral, copies 1 and 6 are received with the communication. Detach copy #6 and file in the same manner as copy #3.
	Approved F	or Release	н. 2005/	Copy #1 is received with the correspondence when all necessary action has been taken. The correspondence will be classified by subject, filed, and the reply dispatched. If correspondence is retained for filing and dispatch of the reply by the Subsidiary Mail Control, copy #1 is received without attachments and bears notations as to subject classification, action taken and "Retained by In both instances, copy #1 replaces copy #2 which 1#210 044 48870 98211 FIGURY 0644800 746 ferral was
				not required, copies 5 and 6 are received with copy #1 and are destroyed.

## DOCUMENT CONTROL PROCEDURE

